



Air Force Security Assistance Center

World class professionals fostering global partnerships



AFSAC

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LOR Automation



U.S. AIR FORCE

International Corporate Conference

5 - 6 October 2004

**Ms. Cass
Abshear
AFSAC/ITD**

Integrity - Service - Excellence



LOR Automation



- **Purpose**
 - Automate LOR customer submission/CCM review
 - Make LORs web accessible
 - Make customers' requests easy to submit
 - Improve accuracy of LORs
 - Reduce Sole Source review time
 - Support goal of 50% cycle time reduction
 - Provide customer LOR status faster
 - Reduces paper volume
- **Statistics**
 - CAD/PAD cases: reduced by 82%
 - Equipment cases: reduced by 94%



LOR Automation Requirements



- **Team**
 - **LOR customer (FLO)**
 - **Case and country managers**
 - **LOA writers**
 - **AFSAC sole source office**
- **Milestones**
 - **Basic LOR deployment - Aug 03**
 - **Mass Adds & Signature Authority - Oct 03**
 - **Sole Source Request - Aug 04**



LOR Manual Process



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- **CCM receives LOR via mail, e-mail, fax**
- **CCM acknowledges receipt**
- **LOR not complete**
- **CCM requests more information**
- **Customer sends requested information**
- **CCM & customer back & forth**
- **CCM forwards to case manager**
- **Case manager input into DSAMs**



LOR Automation Flow



- **Basic flow of automation**
 - **Customer inputs LOR from the submission screen**
 - **LOR notifies the CCM via e-mail of LOR submission**
 - **CCM uses the validation screen to review LOR**
 - **CCM accepts, rejects, or requests additional information**
 - **LOR generates e-mail of LOR status**



LOR Automation Flow Chart



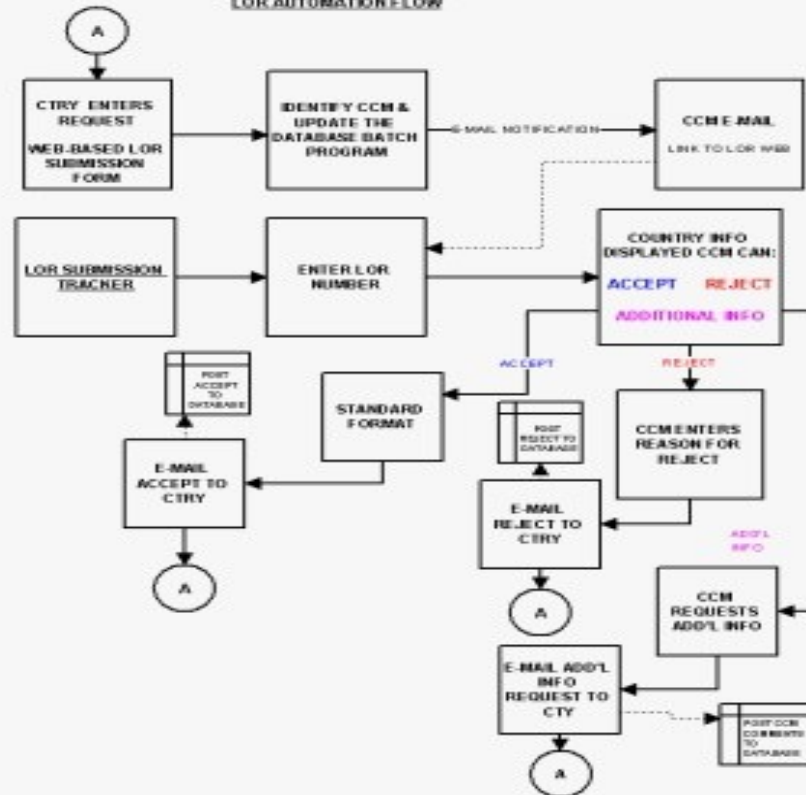
AFSAC

H:\ORACLE\PROJECTS\LORDEV\1\LORFLOW.AF3

Wednesday, August 15, 2010 1

2:37 PM

LOR AUTOMATION FLOW





LOR Automation



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SCREEN SHOTS



LOR Submission Screen



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Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

Letter of Request (LOR)

* Required Fields

For Country:

Add a New LOR

Purpose of Request *

☐ Price & Availability (P&A)

☒ New Letter of Acceptance (LOA)

Enter Previous Case:

☐ Change Letter of Acceptance (LOA)

Enter Current Case: *

Enter a **unique** Country Reference Nr: *

test 16 Jun 04

New LOR

View or Modify Your LOR

Search by ...

Country Reference Number:

checking sole source

- OR -

AFSAC Reference Number:

View

Modify



LOR Data Selection Screen



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Request for New LOA

Previous Case:

Country Reference Number: test - demo

AFSAC Reference Number:

Status: Draft

*Required Fields

Check all funding types that apply to this request: *

- ☒ Cash
- ☐ FMS Credit
- ☐ Map Merger
- ☐ FMS Credit (Non-Repayable)
- ☐ Other (Enter Below)

* If you checked more than one, list each funding type & dollar value separately. For example:
FMS Credit - \$4000.00
Map Merger - \$5000.00

Select one type of Materiel or Service: *

Materiel

- ☐ Ammo
- ☒ Spares
- ☐ INFOSEC(COMSEC)
- ☐ CAD/PAD
- ☐ Pubs
- ☐ Support Equipment
- ☐ Other

Service

- ☐ Repair/Replace
- ☐ Tech Services
- ☐ Repair/Return, PMEL
- ☐ CETS
- ☐ Other

You will be able to enter details on the next page.

Date: 26-JUL-2004

Select Customer Branch of Service: *

- ☒ Air Force
- ☐ Army
- ☐ Navy
- ☐ Marines
- ☐ Other (Enter Below)

U.S. Branch of Service:

- ☒ Air Force
- ☐ Army
- ☐ Navy

Do you need a unique payment schedule? * ☐ Yes ☒ No

If "Yes", please enter more information:



LOR Submission Sole Source Request



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Are you requesting Sole Source? * ☐ Yes ☐ No

Signature Authority

Select the name of the person authorized to sign the LOR: *
(If name does not appear on list, please enter information below to add it to our database.)

Name:

Title:

Office:

Phone:

Address Line 1:

Address Line 2:

Address Line 3:

Email:



LOR Data Detail Screen

AMMO & INFOSEC



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Request for New LOA - Previous Case:

Materiel: AMMO

Row Add

Mass Add

Enter details about an item or service and click on the button to add that row of data.
Repeat as many times as needed to complete your list.

CAGE/Part Number (40 positions)

Stock Number (NSN) *
(no dashes)

Quantity *

Noun / Remarks

Add to List

Cage / Part Nr

NSN

Quantity

Noun / Remarks

Customer Comments

Enter additional information as needed:

The LOR will not be sent to your Command Country Manager (CCM) until you click "Submit LOR".

Save Changes

Submit LOR

Cancel



LOR Data Detail Screen

Repair/Return & PMEL



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Request for New LOA - Previous Case:

Services: Repair/Return/PMEL

Enter details about an item or service and click on the button to add that row of data.
Repeat for each row until you complete your list.

| Dollar Value * | Description * | Period of Performance | Remarks |
|--|----------------------|-----------------------|----------------------|
| \$ <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add to List"/> | | | |

| Dollar Value | Description | Period of Performance | Remarks |
|--------------|-------------|-----------------------|---------|
|--------------|-------------|-----------------------|---------|

Customer Comments

Enter additional information as needed:

The LOR will not be sent to your Command Country Manager (CCM) until you click "Submit LOR".



LOR Data Detail Screen

Spares, CAD/PAD, Support Equip, Pubs, Repair/Replace and Other Materiel



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Request for New LOA - Previous Case:

Materiel: Spares

Enter details about an item or service and click on the button to add that row of data.
Repeat for each row until you complete your list.

Dollar Value *
(no commas)

Description *

Remarks

\$

Add to List

Dollar Value

Description

Remarks

Customer Comments

Enter additional information as needed:

The LOR will not be sent to your Command Country Manager (CCM) until you click "Submit LOR".

Save Changes

Submit LOR

Cancel



LOR Data Detail Screen

Technical Services, CETS, Other



Request for New LOA - Previous Case:

Services: Technical Services

Enter details about an item or service and click on the button to add that row of data.
Repeat for each row until you complete your list.

| <u>Period of Performance</u> * | | | <u>Description of Services</u> * | Remarks |
|--|----------------------|----------------------|---|----------------------|
| Use Start & End Date (dd mon yyyy) | | | (Enter up to 40 positions, for more space use Remarks) | |
| OR Duration (# months) | | | | |
| Start Date | & End Date | OR Duration | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Add to List"/> | | | | |

Start Date

End Date

Duration

Description of Services

Remarks

Customer Comments

Enter additional information as needed:

The LOR will not be sent to your Command Country Manager (CCM) until you click "Submit LOR".

Save Changes

Submit LOR

Cancel



LOR Submission Confirmation Screen



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Confirmation of Submit Screen

**Your request has been saved and submitted to the
Air Force Security Assistance Center (AFSAC).**

**An e-mail has been sent to your
Command Country Manager (CCM) to notify him/her to review your request.
The AFSAC reference number assigned to your request is:**

LOR--D-D-040726-01

Close



LOR Submission Sole Source Request



Justification of Sole Source

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Are you requesting Sole Source? * ☒ Yes ☐ No

Justification of Sole Source

Please provide the following justification and information to support this request:

Article or service requested: *

Full name of contractor: *

Contractor CAGE number: *

Is this contractor a United States contractor? * ☒ Yes ☐ No

Reasons for Sole Source

Please select one of the following that best describes your reason for choosing the requested contractor(s): *

- ☒ **Only your chosen contractor can deliver the article(s) or service(s) in time to meet your critical requirement.** (SAMM Table C6.T2.1 - formerly SAMM, paragraph 80102.B.1.a)
- ☐ **You have a history with this contractor OR this contractor is the Original Equipment Manufacturer (OEM) for the requested services.** (SAMM Table C6.T2.3 - formerly SAMM, paragraph 80102.B.1.c)
- ☐ **This contractor won your source selection competition.** (SAMM Table C6.T2.4 - formerly SAMM, paragraph 80102.B.1.d)
- ☐ **You have a history of procurement with this contractor OR this contractor is the Original Equipment Manufacturer (OEM) for the requested articles.** (SAMM Table C6.T2.5 - formerly SAMM, paragraph 80102.B.1.e)



LOR Submission Sole Source Request



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Justification of Sole Source Option #1

Reason: Only your chosen contractor can deliver the articles or services in time to meet your critical requirement.

Explain your critical requirement. Why is it critical? *

Explain how your requested contractor's delivery schedule will meet your critical requirement. *(Please be specific.)* *

Explain why your requirement is of such an unusual and compelling urgency that you are willing to forego the benefits of the competitive process. *(Please be specific.)* *



LOR Submission Sole Source Request



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Justification of Sole Source Option #2

Reason: You have a history with this contractor OR this contractor is the Original Equipment Manufacturer (OEM) for the requested services.

State your established history of procurement for the same or similar services from your requested contractor. *

State the length of time and/or the specific date(s) the requested contractor previously provided the services. *

Address the quality of service the requested contractor previously provided. *

List any adverse effects to your program that may occur if you change contractors. *

State why it is in the best interest of your program to continue with your requested contractor. *



LOR Submission Sole Source Request



Justification of Sole Source Option #3

Reason: This contractor won your source selection competition.

List each company that competed. *

Describe the method used to advertise your requirement. *

Describe restrictions, if any, placed on the requirement. *

State what criteria were used to make the selection in the competition. *

If price is not sole selection criteria, identify the weight given to each criterion. *

List other criteria that will show that the source selection was competitive. *



LOR Submission Sole Source Request



Justification of Sole Source Option #4

Reason: You have a history with this contractor OR this contractor is the Original Equipment Manufacturer (OEM) for the requested articles.

State your established history of procurement for the same or similar articles or services from your requested contractor. *

State the length of time and/or specific date(s) the requested contractor previously provided the articles. *

Address the quality of articles and timeliness of delivery the requested contractor previously provided. *

Explain how continued procurement from your requested source will provide standardization of equipment and benefit to your logistics support. *



LOR Validation Screen



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LOR Validation Screen

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Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

LOR Validation

Country: LOR Status:

Search



LOR Validation Screen

AFSAC Reference Number



LOR Validation AFSAC Reference Number Screen

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Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

LOR Validation

AFSAC Reference Number:

LOR- -D-D-040507-03 ▼

View



LOR Validation Screen including Sole Source Request



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Request for New Letter Of Acceptance (LOA) - Previous Case:

Materiel: PUBS

Country:

Status: Pending

Date: 20-SEP-2004

* Required Fields

LOR Information

| | |
|----------------------------|--|
| Country Reference Number: | Test 2 - 1 Sep 2004 |
| AFSAC Reference Number: | LOR- <input type="text"/> -D-D-040901-01 |
| Country Branch of Service: | Air Force |
| U.S. Branch of Service: | Air Force |
| Type of Funding: | Cash |
| Funding Details: | |
| Unique Pay Schedule: | No |
| Unique Details: | |
| Sole Source Requested: | Yes |



LOR Validation Screen including Sole Source Request



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Sole Source Information

Are there any militarily or politically sensitive issues regarding this acquisition? *

☐ Yes ☒ No

Does GB Concur?

☐ Yes ☐ No

Estimated Total Case Value: (no commas)

\$

Article or Service Requested:

pub for f16

Full Name of Contractor:

Gen Dynamics

Contractor CAGE Number:

slkjfalkj

U.S. Contractor:

Yes

Detailed Items or Services

| | Dollar Value | Description | Remarks |
|---|--------------|-------------|------------------|
| 1 | \$100.00 | pubs | remarks for pubs |

Justification to Support Sole Source

Reason: Only your chosen contractor can deliver the article(s) or service(s) in time to meet your critical requirement. (SAMM Table C6.T2.1 - formerly SAMM, paragraph 80102.B.1.a)

Explain your critical requirement. Why is it critical?

S

Explain how your requested contractor's delivery schedule will meet your critical requirement.

S

Explain why your requirement is of such an unusual and compelling urgency that you are willing to forego the benefits of the competitive process.

S

Country Manager Review of Sole Source

☐ Let's Talk

☐ Endorsement (Enter Final Comments to CC)

[View Endorsement](#)

Comments Log:

Let's talk SSO. 01-SEP-2004 07:56:49 Sharon will we pass this up to SAF? 02-SEP-2004 08:39:11

Final Comments for Command Section:

This are my final comments 02-SEP-2004 08:27:58

Enter Comments: *

Save CCM Comments

[Bottom of Page](#)



LOR Validation Screen including Sole Source Request



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Sole Source Office (SSO) Review

- ☒ Let's Talk CCM
- ☐ Let's Talk Paralegal (PL)
- ☐ Coordinate to Law Office
- ☐ Endorse to Command Section
- ☐ Recommend Disapproval

[View Endorsement](#)

Comments Log:

This are my final comments 02-SEP-2004 08:27:58 To Law office 02-SEP-2004 08:30:25 Recommend this sole source be disapproved. 02-SEP-2004 08:33:08 The CCM should reject this LOR. 02-SEP-2004 08:41:19

Paralegal (PL) Review

- ☒ Let's Talk SSO
- ☐ Recommend Attorney Coordinate
- ☐ Recommend Attorney Withhold Coordination

[View Endorsement](#)

Comments Log:

attorney should withhold 02-SEP-2004 08:31:30

Attorney Advisor Review

- ☐ Coordinate
- ☐ Withhold

[View Endorsement](#)

Comments Log:

attorney withholds 02-SEP-2004 08:32:24



LOR Validation Screen

Sole Source Coordination Process



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AFSAC/CC/CV/CD Approval

- ☐ Approve
☐ Recommend Disapproval

[View Endorsement](#)

Comments Log:

Customer Comments

customer comments

Customer Info

Name: Abshear Cassandra A

Email: Cassandra.Abshear@wpafb.af.mil

CCM Feedback to Customer

Enter Comments: *

* Comments are required before rejecting an LOR or sending it back for more information.

Save LOR Comments

Signature Authority

Name: [Redacted]

Address: 829 Embassy Place

Title: Lt Col

Washington DC

Office: [Redacted]

Phone: 234-897-2938

Email: [Redacted]

Email Country Manager

Need More LOR Info

Accept LOR

Reject LOR

Print

Close



LOR Future Spirals



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- **Multi-line Follow-on cases**
- **System Sales**
- **Tri-Service**
- **DSAMs Interface**



LOR Automation Summary



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- **Created automated process**
- **LOR automation reduced process time**
- **Multi-line spiral will provide wider use**
- **Systems Sales will include tri-service**
- **DSAMs interface will cut response time**